

CITY AUDITOR

Purpose:

To actively support and uphold the City's stated mission, vision, and values. Responsible for the development and implementation the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency; to evaluate compliance with applicable ordinances, regulations and contracts.

Supervision Received and Exercised:

Receives direction from the Assistant City Manager.

Exercises direct supervision over professional staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Supervise the development of work procedures created by employees who perform the work.
- Supervise the development of short and long-range objectives for the Internal Audit Office which are aligned with the City's overall mission and vision.
- Analyze the needs of the Internal Audit Office; develop and manage the budget accordingly, making the most efficient use of resources.
- Review the work of the Internal Audit staff, provide and elicit 360° feedback on work performed through the performance planning system.
- Perform audits of various City departments, programs and systems to determine
 effectiveness of internal control structures, program compliance, financial compliance
 and operational and program efficiency and effectiveness, in light of the City's stated
 mission and vision; examine departmental operations and reports to determine
 compliance with applicable ordinances, regulations, and contracts.
- Perform audits of books and records of contractors and other entities working under agreement with the City.

CITY OF TEMPE

City Auditor (continued)

- Initiate, review and prepare a variety of audit planning and reporting models including a
 City-wide audit plan, a year end audit report and periodic City-wide risk assessments;
 gather and analyze data as necessary.
- Determine violations and non-compliance, detect and explain significant irregularities, recommend effective corrective measures and follow-up on the implementation of corrective measures.
- Appraise corrective action taken to improve deficient conditions.
- Prepare and present formal written audit reports for delivery to the Assistant City Manager which include findings and recommendations for the correction of operational deficiencies, procedures and practices.
- Perform special audit investigations as required by the Assistant City Manager.
- Communicates with the City Council, general public, other City employees, vendors, management, contractors, and public officials in order to plan and explain the audit function, coordinate operations, report audit results, and clarify recommendations and details for implementation.
- Select and supervise staff; work with employees to correct deficiencies; establish schedules and methods for work procedures; ensure adherence to proper workgroup procedures and policies; and if necessary, implement discipline procedures.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Eight years of increasingly responsible professional experience in internal auditing, public accounting or directly related experience.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in accounting, auditing or a degree related to the core functions of this position. A Master's degree is preferred.

CITY OF TEMPE City Auditor (continued)

Licenses/Certifications:

Certification as a Certified Public Accountant, Certified Management Accountant or Certified Internal Auditor is preferred.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 024

Status: Exempt / Unclassified